

DETACHMENT H

10 August 1970

STANDARD OPERATING PROCEDURE

H-45-33 This Supersedes H-45-33 dated 3 February 1970

REQUISITION AND ISSUE PROCEDURES

- I. PURPOSE: To establish a definite procedure in the requisitioning and the issue of supplies and equipment.
- II. SCOPE: The provisions of this SOP apply to all personnel who are responsible for ordering or receiving property.
- III. RESPONSIBILITY: All section supervisors must familiarize themselves with this SOP. The Logistics Officer will be responsible for the monitoring of these procedures.
- IV. PROCEDURES:
 - A. FAK listed items will be requested by stock number at the warehouse issue counter. If the item is in stock, it will be issued immediately. The warehouseman will enter the transaction on the Daily Recapitulation of issues and enter the section account code in the "REC" column. If the item issued is recoverable, the requestor must exchange a like reparable item or sign a hand receipt. AF Form 1297. The AF Form 1297 will be annotated "not on recap". This hand receipt will be prepared by the warehouseman and placed in his suspense file. The hand receipt will be returned in exchange for a like serviceable or reparable item. Items on hand receipt should be returned within 72 hours.
 - B. At 0730 hours, the records specialist obtains the re-cap sheet from the warehouse. A control number will be obtained from the control register and entered on the re-cap sheet. The issues are then posted to the stock records cards. The re-cap is then filed. Requests for replenishment of issues will be forwarded to the Project Depot by electrical messages daily. If a priority need exists for a replacement item, the message text will include "Request Priority Handling" and an explanation, e.g. Operational Item - 0 Balance, etc.
 - C. Requests for issue of items not presently authorized will be prepared by the section supervisor requiring the item on the supply requisition form (Request for Supplies Equipment) in two copies and submitted to the Logistics Supervisor. FAK and SLOE additions will be submitted on the appropriate change form (FAK Change Request and Request for H-SLOE Change) in six copies. A requisition number will be assigned to each item requested and a copy returned to the requesting section. Priority requirements will be justified. When these items are received by Supply, they will be issued at the warehouse service counter as in Para A. Initial SLOE items will be issued on a custody receipt AF Form 1297, which will be retained in the custody receipt jacket file.

- D. If a replacement of a SLOE item is anticipated, the section supervisor should submit a request for issue as in Paragraph B. Upon receipt of the replacement SLOE item, the section supervisor will turn in the repairable item.
- E. Items required as a result of paragraphs B, C or D above will be requested from the project depot by electrical messages. As of 1 August 1970, each line item requested will be assigned a control number. Prior to filing these messages in the suspense file, they will be sterilized by obliterating the addresses and traffic designators with black china pencil.
- F. Information on items on requisition can be obtained from the Logistics Supervisor. Use of the sections suspense copy of the original request will facilitate any follow-up.
- G. When requested items are received from the Project Depot, all documents other than those for replenishments must be signed for by the requesting section. The warehouseman will then initial and date the signed copy of the shipping document, DD Form 1149, and forward it to the stock records specialist. Upon receipt of the signed copy, the records specialist will post the receipt of the items to the stock records cards, the suspense copy, the control register and file the copy in the completed document file.



Detachment Commander

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SECRET

ANNEX

10 September 1970

COMMUNICATIONS

1. Personnel:

- A. Signal Center: Coverage will be provided on a 24 hour basis.
- B. Technical: Technical coverage will be provided on a 24 hour basis.

2. Equipment:

- A. The rotatable LP antennas should be lowered if winds in excess of manufacturer's specifications are forecast. Local winds in excess of 30 knots preclude lowering.
- B. The anemometer should be removed if winds in excess of manufacturer's specifications are forecast.
- C. Portable VHF communications sets will be available for issue from the communications maintenance shop and are assigned as follows:

Detachment Commander
Executive Officer
Director of Operations
Director of Support
Director of Security
Internal Security Guard
Communications
Postel



25X1A

Operations of the VHF network is at the direction of the Severe Weather Alert Coordinating Officer.

3. Power:

- A. Base Power: No change to normal operation.
- B. Emergency Generator Power: Power will be provided to the Signal Center and such other communications equipment as is required to maintain Staff communications. Hangar and office power load will be reduced as required.
- C. Severe flooding conditions will require the turn-off of all hangar power and the closure of the Signal Center.

SECRET

S E C R E T

DETACHMENT H

10 August 1970

STANDARD OPERATING PROCEDURE

H-45-35 This Supersedes H-45-35 dated 3 February 1970

AUTHORIZATION DOCUMENT CHANGES

- I. PURPOSE: To establish a procedure for the addition or deletion of items from the authorization documents.
- II. SCOPE: The provisions of this SOP apply to section supervisors who have items assigned in the authorization documents for their use.
- III. RESPONSIBILITY: Section supervisors are responsible for the understanding and compliance to this SOP. The Logistics Officer is responsible to insure that procedures set forth in this procedure are followed correctly.
- IV. PROCEDURES:
- A. A copy of the FAK and SLOE authorization will be maintained in each major section with master listings in supply. Change letters from project depot will be given to the above sections in order that all documents may be kept up to date.
- B. Changes recommended by individual sections will be submitted to the Logistics Officer in six copies of the FAK or SLOE change request form. Each change request must be signed by the section supervisor. These section change requests will be consolidated by the Logistics Supervisor and forwarded to the Project Depot. A copy of the change request will be returned to the requestor for his personal suspense file. It will reflect supply's requisition number. Requisition and shipping actions will be automatically initiated by supply for all requirements generated by the section's change request.

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